

UTAH STATE BOARD OF EDUCATION POLICY	
Policy Number:	1004
Policy Name:	Advisory Groups
Date Approved:	December 9, 2016

By this policy, the Utah State Board of Education, “the Board,” establishes the following internal rules and procedures regarding groups that are advisory to the Board:

- 1) For the purposes of this policy, the following definitions apply:
 - (a) “Ad hoc advisory group” means a time-limited task force, committee or other working group created by a quorum of the Board to work on a specific project.
 - (b) “Board advisory group” means a committee, task force, or other advisory group created in statute which is under the charge of the Board, or that is created by resolution of the Board.
 - (c) “Outside advisory group” means a committee, task force, or other advisory group created in statute to which the Board appoints members, but is outside the charge of the Board.
- 2) Outside Advisory Groups will be appointed as follows:
 - (a) appointments to outside advisory groups shall be made in accordance with statute;
 - (b) recommendations for appointments from the advisory group, Board members and staff will be considered by the Board;
 - (c) appointments will be made upon Board vote in an open meeting of the Board;
 - (d) individuals appointed will be notified by the Board chair;
 - (e) the outside advisory group will be notified of appointments by the Board secretary; and
 - (f) individuals nominated, but not appointed, will be notified by the Board secretary.

- 3) Outside Advisory Groups will be invited to report to the Board annually.
- 4) The Board will review outside advisory groups every 3-5 years and make recommendations for changes to the legislature.
- 5) Board Advisory Groups will be appointed as follows:
 - (a) when a vacancy occurs on a board advisory group, a Notice of Vacancy/Call for Nominations form and an application form will be posted on the Board's website for approximately twenty days;
 - (b) all nominations shall be received through the application form;
 - (c) all nominations shall be presented to the Board for consideration;
 - (d) members of board advisory groups will be appointed upon the vote of the Board in an open meeting;
 - (e) individuals appointed will be notified by the Board chair;
 - (f) the board advisory group will be notified of the appointment by the Board secretary; and
 - (g) individuals nominated, but not appointed, will be notified by the Board secretary.
- 6) The USBE staff of a Board Advisory Group shall:
 - (i) send meeting agendas to all Board members by e-mail;
 - (ii) prepare a summary of each meeting; and
 - (iii) make the meeting summary described in Subsection (3)(ii) available to:
 - A. Board members by email; and
 - B. members of the public online.
- 7) Board Advisory Groups:
 - (a) will be scheduled to report to the Board annually; and
 - (b) shall present the Board Advisory Group's recommendations to the Board Executive Committee for placement on a Board meeting agenda.
- 8) The Board will review all board advisory groups every 3-5 years and make recommendations for changes in statute to the legislature, or make changes to Board resolution.
- 9) Ad Hoc Advisory Groups will be appointed as follows:

- (a) the Board may determine areas represented on an ad hoc advisory group and make nominations for membership in an open meeting of the Board; and
 - (b) the Board may give authority to the Board chair to determine appointments to an ad hoc advisory group.
- 10) Ad Hoc Advisory Groups will present recommendations to the Board Executive Committee for placement on a Board meeting agenda.
- 11) The Board chair will determine when the work of an ad hoc advisory group is complete.
- 12) This policy does not apply to the Utah Professional Practices Advisory Commission established and in Utah Code Section 53A-6-301.